



CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

JOHN J. HOFFMAN
ACTING ATTORNEY GENERAL

JENNIFER E. FRADEL
ADMINISTRATOR

December 16, 2015
NOTICE OF JOB VACANCY
#15-255

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

TITLE: Government Representative 2 (Assistant Deputy Director for Professional Boards)

SALARY: \$63,000.00

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of the Deputy Director, supervises and evaluates the performance of various Executive Directors of Professional and Occupational Licensing Boards under the purview of the Division of Consumer Affairs. Supports Executive Directors' efforts to ensure effective regulation of licenses including Board administration, application processing, complaint and compliance processing, customer service, conduct of public meetings and participation in State, regional and national examination, credential and policy development organizations. Serves as liaison and participates in meetings and presentations to consumers, licensees, legislators on behalf of the Division. Prepares and/or oversees the preparation of correspondence, reports or other documentation. Conducts research necessary for the development of best practices, standards and Standard Operating Procedures to improve the functioning of Board operations and processes. Analyzes data and information to determine the need for new processes and training for Board staff. Assists with the development of policies, resource allocations, process improvements and technology deployment strategies for Boards. Drafts written policy, rules and procedures. Monitors vendor performance and invoicing to ensure services are provided to Boards in accordance with contracts.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in a business or government agency with responsibility for the direction and/or coordination of administrative activities or operations, two (2) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: Candidates must have excellent writing and interpersonal skills with the ability to effectively communicate complex information to higher-level supervisors and/or their representatives.

If you meet the requirements noted above and are interested in the position, please send a cover letter (including job vacancy number) and current resume before the closing date of December 30, 2014:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

or

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

